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# MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of  
interest to USDA management

Issue #98  
November 1979

## CURRENT AFFAIRS SECTION CURRENT AFFAIRS RECORDS

JIM WEBSTER SWORN IN AS ASSISTANT SECRETARY.....On October 19, the Senate confirmed the nomination of James C. Webster to be the Assistant Secretary of Agriculture. He will continue to be responsible for Governmental and Public Affairs. The swearing in took place on October 24.

Before joining the Department as Director of Governmental and Public Affairs in March 1979, Webster served as Chief Clerk and Press Secretary of the Senate Agriculture Committee. He has also served as Press Secretary and legislative assistant to Senator George McGovern.

BICYCLE COMMUTING.....On November 8, Dr. Joan Wallace, Assistant Secretary for Administration presided at a ribbon-cutting ceremony on the apron of the Administration Building to dedicate the new USDA bicycle facilities. Expanded, secure facilities are now being installed in several locations around the D.C. complex and a map showing these locations will be issued by O&F.

In an October 19, 1979, memorandum to all employees in the D.C. complex, the Secretary encouraged the use of bicycles in traveling to and from work. This is an effective way to improve your health while assisting in energy conservation. (Contact: Bill Roth, O&F, ext. 79215)

USDA ANNUAL MANAGEMENT PLAN.....The Department is initiating the Annual Management Plan process discussed at the Management Council Conference in Williamsburg. As it is now proposed, the Plan will contain the following information each year:

- (1) Reports on the accomplishments of each agency and staff office in the area of management improvement during the preceding fiscal year;
- (2) A listing of the goals or objectives set by each agency or staff office for management improvement during the current fiscal year; and
- (3) Department-wide areas of emphasis for management improvement during the next fiscal year.

The Management Staff has requested input from all agencies and staff offices. The 1980 Annual Management Plan will be published in February, 1980. (Contact: Jim Fulton, MS, ext. 76983)

1980 COMBINED FEDERAL CAMPAIGN.....This year's campaign has officially ended with a total of \$387,250 contributed. This is 69% of the \$565,000 goal. Five agencies, ASCS, OALJ, OICD, OT and WFAOSB have reached 100%. Only 52% of the permanent, full-time employees have contributed with OE, OICD, OSHM and WFAOSB having 100% participation. Contributions will be accepted up to the November 26 termination date for the Federal effort. (Contact: Lawrence Lucas, REA, ext. 73103)

UPDATE ON THE CIVIL SERVICE REFORM ACT.....Three Departmental Executive Resources Boards have been held to comply with the SES merit staffing procedures required by the Civil Service Reform Act (CSRA) for career appointees. The Secretary's Executive Resources Boards (ERB) was chaired by Deputy Secretary Williams and evaluated candidates for the Associate Administrator, SCS. The other two board meetings were Program Executive Resources Boards and were each chaired by a Deputy Assistant Secretary. These evaluation processes were thorough and precise, indicative of an approach and commitment which should allow the Secretary to select the most competent top level managers available. As the process becomes more familiar to those involved, it should become less complicated and faster.

The Performance Appraisal and Merit Pay work group met on October 12 to develop a results-oriented performance appraisal and merit pay system for the Department. They have subdivided into groups covering such selection factors as promotion, training, reassignments, within grade and quality increases. The target date for the agencies to review and comment on the recommendations is December 10, 1979, through January 17, 1980.

Agencies are encouraged to have their GS-15 managers apply for the Department's Senior Executive Service Candidate Development Program to be announced November 16, 1979. Agencies and Program Executive Resources Boards will review and evaluate applications prior to the final selection of 30 candidates by the Secretary's Executive Resources Board in February 1980.

Agencies are being urged to review FY 1980-81 plans for formalized managerial development programs for the GS-12/15 grade levels. These programs will become an important source of participants for the SES Candidate Development Program in the future. (Contact: Jack Carson, OP, ext. 72830)

TRAINING WORKSHOP ON PUBLIC LAW 95-507.....A Workshop for enhancing the utilization of small and disadvantaged businesses through Public Law 95-507 will be held on November 27-28, in Kansas City. Approximately 120 key program and procurement managers from agency field offices will be participating along with representatives from OSDDBU, the Small Business Administration, Office of Federal Procurement Policy and the Minority Business Development Agency. This is the second in a series of workshops to apprise USDA managers of the purpose and impact of Public Law 95-507. The first workshop was held in Washington on October 30-31. (Contact: Preston A. Davis, OSDDBU, ext. 77117)

FEDERAL PROCUREMENT IN LABOR SURPLUS AREAS.....The General Services Administration (GSA) has been assigned responsibility under Executive Order 12073, Federal Procurements in Labor Surplus Areas, for directing more Federal Contracts to areas of high unemployment. USDA's Office of Small and Disadvantaged Business will be working with GSA and other Agencies on the Labor Surplus Committee to implement this Executive Order. GSA officials informed this committee at the first meeting in October that the President had selected four urban areas (New York City, Detroit, Buffalo, and Lawrence/Haverhill, MA.) to participate in a \$1.6 million demonstration project to direct Federal contracts to areas of high unemployment. (Contact: Preston Davis, OSDDBU, ext. 77117)



USDA PROCUREMENT REGULATIONS.....Regulations have been drafted by the Office of Small and Disadvantaged Business Utilization to implement the subcontracting plans and other procedures included in P.L. 95-507 which amends the Small Business Act of 1958. These regulations have been submitted to agencies for review and comments. Comments are due in OSDDBU by November 23. (Contact: Paul McCloskey, OSDDBU, ext. 77921)

MINORITY BANK DEPOSIT PROGRAM.....USDA deposits in banks located in cities having minority-owned banks totaled \$31.6 million at the end of FY 1979. Deposits in minority-owned banks totaled \$2.7 million for this same period. This is 8.5% of the total deposits in cities with minority-owned banks. (Contact: Belinda Ward, OSDDBU, ext 77921)

DISCRIMINATION COMPLAINTS IN FY 79.....The Complaints and Appeals Staff, Office of Equal Opportunity, received a total of 385 complaints of discrimination in program delivery in FY 1979. Of these, 276 actually involved programs and agencies of USDA and are broken down as follows:

AGENCY	BASES FOR COMPLAINTS							TOTALS
	Race	Sex	Natl Origin	Marital Status	Relig- ion	Handi- cap	age	
FmHA	67	24	3	25	3	10	14	146
FNS	80	6	4	0	4	15	11	120
FS	1	0	1	0	0	1	0	3
ES	2	1	0	0	0	0	0	3
REA	1	0	1	0	0	0	0	2
ASCS	0	1	1	0	0	0	0	2
	151	32	10	25	7	26	25	276

The remaining 109 complaints were referred to the appropriate agencies and departments.

The statistics show a considerable increase in complaints based on newly protected groups such as the handicapped and aged. This trend is expected to accelerate in the new fiscal year. (Contact: Richard J. Peer, OEO, ext. 72488)

STANDARDIZATION OF PAPER SIZE.....In December 1978, the Joint Committee on Printing authorized the 8½"x11" size as the government stationery standard. That action directly affected all office stationery stocks, including letterhead, bond second sheets, manifold tissue sets and carbon paper.

The temporary regulation published on page 56699 of the October 2, 1979, Federal Register authorizes agencies to use both the 8"x10½" and 8½"x11" stationery until December 31, 1979. This regulation specifies that all reasonable, orderly and economical means are to be used to deplete existing stocks of 8" wide stationery. After December 31, agencies are prohibited from printing or procuring the printing of 8"x10½" stationery unless approved in writing by the National Archives and Records Service. (Contact: Claude Gifford, GPA, ext. 78005)

LOCATION OF USDA FACILITIES.....A Memorandum of Understanding between USDA and GSA on the location of facilities was concluded on October 29. This agreement stipulates that, in accordance with Executive Order 12072, most USDA facilities will be located in the central business districts of the urban areas. However, in the absence of suitable Government-controlled space, county level field service offices will be permitted to locate in leased space which meets program requirements and provides adequate access to the agencies' clientele. In most instances, this will be the outskirts of the community. This agreement recognizes that central business district locations are often not suitable for activities with specific location requirements. (Contact: James Wood, O&F, ext. 75225)

DOMESTIC INFORMATION DISPLAY SYSTEM (DIDS).....The Department has renewed its participation in the (DIDS) project for FY 1980. DIDS is a statistical graphics system displaying county-level data by State on a geographic map of the United States and was developed by the Executive Office of the President, Department of Commerce, and NASA to be used as a management analytical tool. Demonstrations of the system have been given to personnel from FNS, ESCS, ASCS and FmHA. ASCS plans to use DIDS to display barley, wheat, corn and grain sorghum data to aid in evaluating the Grain Commodity Loan Program. FmHA plans to use DIDS to evaluate its Low-Income Assistance Programs using demographic data already on the system in conjunction with FmHA data. Information contained in DIDS has increased to over 800 user data bases including subjects on education, employment, income, housing and population. (Contact: Roxanne Williams, O&F, ext. 72118)

INTERGOVERNMENTAL PERSONNEL ASSIGNMENTS.....During FY 1979, USDA agencies participated in 251 intergovernmental personnel assignments. Of these 251, 188 were for employees from State and local governments, institutions of higher learning, Indian Tribal Governments, and certain private organizations, who were detailed or appointed to Department agencies. A total of 63 Department employees were detailed to, or appointed by, other jurisdictions under the program. Assignments ranged in length from 1 month to 2 years. Assignees researched, evaluated, and/or provided assistance in varied professional, technical, or administrative areas in the following program areas: research, soil conservation, soil science, forestry, food and nutrition, agricultural economics, and manpower and youth programs. (Contact: Patricia J. Killen, OP, ext. 72435)